

March 25 1953

MEMORANDUM FOR: Assistant Director (Personnel)

SUBJECT : Letters of Condolence to Next of Kin of Deceased Employees

1. Letters to next of kin expressing sympathy because of the death of persons in the employ of the Agency represent thoughtful and considerate gestures by the Agency. Up to now, the preparation and forwarding of such letters has been well handled by the Personnel Office. However, I believe that these letters should be released over the signature of the Director of Central Intelligence.

2. Effective immediately, it is requested that a letter of condolence, prepared for the Director's signature, be addressed to the nearest relative of any person who dies while employed with the Agency. Such letters will not be prepared when security considerations preclude identification of the Agency with the deceased individual's former employment status.

L. K. WHITE
Assistant Deputy Director
(Administration)

PROCEDURE FOR PROCESSING DEATH CLAIMS

1. In order to eliminate all possible delays in the final settlement of financial claims in connection with GEHA insurance coverage, the following procedure will be followed by the Insurance Branch and the Casualty Affairs Branch of the Benefits and Casualty Division:

a. Upon receipt of notice of death of an employee, the Chief of the Casualty Affairs Branch will immediately notify the Chief, Insurance Branch, of the name of the deceased. This telephonic notification will be followed as soon as possible by the official form "Casualty/Emergency Report" No. 901.

b. The Chief, Insurance Branch, will immediately notify the Chief, Casualty Affairs Branch, of the coverages under GEHA which were in force on the employee at the time of death.

c. Casualty Affairs Branch will immediately dispatch its formal memorandum notification to Finance and Fiscal Divisions. (The present form will be revised to include an instruction to call Chief, Insurance Branch immediately regarding status of payroll deductions of the deceased employee.)

d. Immediate steps will be taken by the Insurance Branch to complete payment of any refunds due the deceased.

e. In those cases where there is a question as to the address and/or the payee to be used in connection with the refund check, the assistance of CAB will be requested immediately, such information to be furnished the Insurance Branch within ten (10) days. If this information cannot be supplied within 10 days, CAB will advise IB as soon as the information becomes available. IB will periodically check with CAB concerning the status of this matter.

f. Upon receipt of this information from CAB, the check will be immediately transmitted to CAB for delivery.

g. In those cases where there is involved a payroll deduction which reaches the Insurance Branch at a subsequent date, a separate check for this refund will be issued.

2. Both the Chief of Insurance Branch, as well as the Chief, CAB, agree to the above procedural arrangements, and will take steps necessary to see that they are followed.